

Internal/External Posting  
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS  
*An Equal Opportunity Employer*

April 17, 2008

<b>Job Title:</b>	Probation Officer Technician	<b>Position No.:</b>	24344
<b>Division:</b>	Community Corrections	<b>Bargaining Unit:</b>	MEA-MFT
<b>Location:</b>	Dillon	<b>Supplement:</b>	Yes
<b>Status:</b>	Permanent/ <b>Full-time</b>	<b>Shift:</b>	To be determined
<b>Salary:</b>	\$11.081 Entry	<b>Pay Band:</b>	3
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406)444- 4551

**email to** hrcen@mt.gov

**No later than 5:00 p.m. April 30, 2008.**

**Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.**

**Special Information:** This position on a daily bases has contact with offenders in a non-facility environment. Offender's behaviors could be hostile and aggressive creating a stressful and unpredictable working environment.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-4934.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:**

A Probation Officer Technician reports to and is supervised by a Probation/Parole Officer II or Regional Administrator and works under the daily supervision of a Probation & Parole Officer. Projects are assigned and specific instructions and guidance are given for completion. Work is reviewed by the Probation & Parole Officer(s) on a general and frequent basis for accuracy, appropriateness and soundness of decisions. Enhances the work of the Probation/Parole Office's by assuring the goals, objectives, mission, policies and procedures are followed.

**Pre-Sentence Investigations, Reports Of Violation & Department Of Corrections Commitment:**

- Assist officer in performing investigations (such as pre-sentence, Interstate placement & violation reports) by gathering information which may include collateral information or reports from outside entities.
- Assist officer in drafting, composing & appropriate distribution of Pre-Sentence Investigations & Reports of Violation.
- Conduct police record checks by calling law enforcement agencies & requesting "rap" sheets or Criminal Justice Information Network (CJIN) criminal records on offenders.

**Administrative Management Information System - Data Entry & Quality Assurance:**

- Create & maintain offender chronos & face sheet & other Department files. Maintain a current & complete caseload list of all offenders under probation/parole supervision.
- Assist officer in entering data from completed forms including offender Risk & Needs Assessments forms, admissions forms, movement forms, & termination forms on Management Information System (MIS) known as ACIS.
- Collect & compile statistical data & provides information to the appropriate personnel & agencies using various software packages such as Excel.
- Responsible for incoming/outgoing mail. Answer phones, take messages, screen calls, communicate with callers to explain procedures, requirements, services & programs of work unit using general knowledge of department; set up appointments.

**Offender Drug Testing, Home Contacts, Transporting Offender:**

- Upon request from a Probation/Parole Officer, collects urine specimen on same sex offenders according to department policy. Maintains chain of evidence for specimens. Testifies in Court proceedings, if subpoenaed regarding UA's.
- Communicate with offenders in officer's absence under the direction of the officer to assist the officer in maintaining offender supervision standards & case management goals, via offender interviews & reviewing monthly reports.
- Assist Probation & Parole Officer as a "backup" in home visits by accompanying the Probation & Parole Officer in situations such as placement investigations, PSI interviews & routine verification of home address for offenders.
- Assist Probation & Parole Officer in the transportation of arrested, or those being placed, offenders to assure officer & offender safety when necessary, such as when the officer & the offender are of the opposite sex.
- Approve & issue travel permits for in the absence of Probation/Parole Officer under Officers direction, requiring knowledge of department/bureau policy concerning travel permits as they pertain to supervision levels & supervision standards.

- Assist officer by obtaining restitution, court costs & supervision fees figures for monthly report & outstanding balances for interstate transfers & gather information relevant to changes in court schedules.
- Assist officer in the overall case management of offenders by documenting in offender chronological all activities which occurred in the absence of the officer.

### **Qualifications:**

#### Detailed knowledge in:

- a. Letter composition and basic English skills
- b. Records management/filing
- c. Computer programs
- d. Office procedures/multi-line phones
- e. Report writing technique.

#### Working skills in:

- a. Time Management
- b. Verbal and written communication; the ability to communicate.
- c. Developing and maintaining effective interpersonal and professional relationships.
- d. Prioritization and organization.

### **Competencies:**

- Reliable And Dependable
- Customer Orientation
- Communication (Orally & Writing Effectively)
- Initiative And Accountability
- Decision Making
- Efficiency And Focus
- Self-Starter
- Influence
- Personal Effectiveness
- Ethics Flexibility And Adaptability
- Teamwork

**Education and Experience:** The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to high school diploma or general equivalency certification. One year of secretarial course work at a college or technical school and three years of progressively responsible experience is preferred. Combinations of education and experience will be evaluated on an individual basis.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.

3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\*** (See Attachment)
4. Completed Supplemental Questions. (See Attachment)

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Benefits:** State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**\*\*SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE\*\***

## SUPPLEMENTAL QUESTIONS

<b>Job Title:</b>	Probation Officer Technician	<b>Position Number:</b>	24344
<b>Application Deadline:</b>	April 30, 2008	<b>Department:</b>	Corrections

**Instructions:** Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. This position requires considerable proficiency in the use of a personal computer. Please describe your experience utilizing Microsoft Office, (MS Word, MS Excel MS PowerPoint, & MS Access).
2. Working with felony offenders and a variety of probation and parole officers is a challenge. Discuss any experience, training or abilities you possess that will be an asset to this position.

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_